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AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

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September 21, 2006

TO: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM: J. Tyler McCauley 
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – CHILDREN'S
HOMES OF SOUTHERN CALIFORNIA, BAIRD, RUNNYMEDE, SHOUP,
VALERIO AND VICTORY GROUP HOMES**

We have completed a review of Baird, Runnymede, Shoup, Valerio and Victory Group Homes (Group Home or Agency) operated by Children's Homes of Southern California, Incorporated. The Agency contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Children's Homes of Southern California Group Homes are each six-bed facilities, which provide care for children ages 11-18 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Baird, Shoup and Victory Group Homes were each providing services for six Los Angeles County DCFS children. Runnymede Group Home was providing services for five Los Angeles County DCFS children. Valerio Group Home was providing services for four Los Angeles County DCFS children.

Children's Homes of Southern California Group Homes are located in the Third District.

"To Enrich Lives Through Effective and Caring Service"

Scope of Review

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues, and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program services provided by the Agency, and to ensure adherence to the Foster Youth Bill of Rights.

Summary of Findings

Generally, the Agency is providing the treatment services as outlined in their Program Statement. The Agency needs to address several deficient areas.

All five Group Homes need to provide children with the required minimum weekly allowance; and encourage and assist children in creating and maintaining life books/photo albums.

Shoup, Valerio and Victory Group Homes need to provide children with daily living, self-help and survival skills programs; provide age-appropriate children with emancipation and vocational training programs; provide children with sufficient recreational activities, and allow children to participate in planning the activities; and train and monitor all staff to treat children with fairness, respect and dignity.

Baird Group Home needs to repair or replace the carpet in two bedrooms; maintain current Needs and Services Plans for all children; and train and monitor all staff to treat children with fairness, respect and dignity.

Runnymede Group Home needs to repair or replace the carpet in the living room and bedroom three; and include the treatment team and input from the child in the development and implementation of the Needs and Services Plans.

Shoup Group Home needs to create comprehensive Needs and Services Plans that include measurable and achievable short and long-term goals.

Victory Group Home needs to provide all children with sufficient quantities of clothes.

Attached is a detailed report of the review.

Review of Report

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me, or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:asl

http://auditor.co.la.ca.us/group_home.asp

Attachments

c: David E. Janssen, Chief Administrative Officer
Patricia S. Ploehn, Director, DCFS
Robert B. Taylor, Chief Probation Officer
Jorge Marquez, Executive Director, Children's Homes of Southern California
Public Information Office
Audit Committee

**Children's Homes of Southern California
Baird Group Home
7701 Baird Avenue
Reseda, California 91335
Phone: (818) 705-6376
License Number: 191221601
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Baird Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Overall, children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. However, there are stains/burns on the carpet in bedrooms two and three.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendation

- 1. Children's Homes of Southern California management repair or replace the carpet in bedrooms two and three.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. However, one child was not assessed for needed services within thirty days of placement.

One child has a current Needs and Services Plan (NSP). The treatment team develops and implements the NSPs with input from the child. The NSP is current, comprehensive, and includes short and long-term goals. The other child does not have a current NSP.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

- 2. Children's Homes of Southern California management develop and maintain current Needs and Services Plans for all children.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides children with sufficient recreational activities, and leisure time. Children participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Overall, children express satisfaction with the quality of their interactions with staff, and report that most of the staff treats them with respect and dignity. However, children report that one of the staff members is rude and unfair.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendation

- 3. Children's Homes of Southern California management provide on-going training to ensure that all staff treat children with fairness, respect and dignity, and monitor their interactions.**

VII. Clothing and Allowance**Method of assessment – Review of relevant documents and interviews**

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

Recommendations

4. Children's Homes of Southern California management:

- a. Provide children with the required minimum weekly allowance.**
- b. Encourage and assist children in creating and maintaining life books/photo albums.**

**Children's Homes of Southern California
Runnymede Group Home
15352 Runnymede Street
Van Nuys, California 91405
Phone: (818) 988-9042
License Number: 191221595
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Runnymede Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

Overall, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, there are stains/burns on the carpet in the living room.

Overall, children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. However, there are stains/burns on the carpet in bedroom three.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendation

- 1. Children's Homes of Southern California management repair or replace the carpet in the living room and bedroom three.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The Needs and Services Plans (NSPs) are current, comprehensive, and include short and long-term goals. However, one child's NSP was not developed or implemented by the treatment team, and did not include input from the child.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

- 2. Children's Homes of Southern California management include the treatment team and input from the child in the development and implementation of all Needs and Services Plans.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with emancipation and vocational programs as appropriate.

Recommendations

There are no recommendations for this section.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides children with sufficient recreational activities, and leisure time. Children participate in planning activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

There are no recommendations for this section.

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendations

There are no recommendations for this section.

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

Recommendations

3. Children's Homes of Southern California management:

- a. Provide children with the required minimum weekly allowance.
- b. Encourage and assist children in creating and maintaining life books/photo albums.

**Children's Homes of Southern California
Shoup Group Home
6450 Shoup Avenue
West Hills, California 91307
Phone: (818) 347- 3839
License Number: 197601995
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Shoup Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

There are no recommendations for this section.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current; however, they are not comprehensive, and do not include measurable and achievable short and long-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendation

- 1. Children's Homes of Southern California management develop comprehensive Needs and Services Plans that include measurable and achievable short and long-term goals.**

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. However, the Group Home's program does not include the development of children's daily living, self-help, and survival skills.

Children are not provided with emancipation and vocational training programs as appropriate.

Recommendations

- 2. Children's Homes of Southern California management:**
 - a. Provide children with daily living, self-help, and survival skills programs.**
 - b. Provide age- appropriate children with emancipation and vocational training programs.**

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children have ample leisure time. However, the Group Home does not provide children with sufficient recreational activities. Children do not participate in the planning of activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

3. Children's Homes of Southern California management:

- a. Provide children with sufficient recreational activities.**
- b. Allow children to participate in planning activities.**

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Overall, children express satisfaction with the quality of their interactions with staff, and report that most of the staff treats them with respect and dignity. However, children report that two of the staff members are sometimes rude and unfair.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendation

- 4. Children's Homes of Southern California management provide on-going training to ensure that all staff treat children with fairness, respect and dignity, and monitor their interactions.**

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews:

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

Recommendations

5. Children's Homes of Southern California management:

- a. Provide children with the required minimum weekly allowance.**
- b. Encourage and assist children in creating and maintaining life books/photo albums.**

**Children's Homes of Southern California
Valerio Group Home
14239 Valerio Street
Van Nuys, California 91405
Phone: (818) 994-6720
License Number: 191221575
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Valerio Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

There are no recommendations for this section.

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include short and long-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendations

There are no recommendations for this section.

III. Educational and Emancipation Services**Method of assessment – Review of relevant documents and interviews****Sample size for interviews: Two****Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. However, the Group Home's program does not include the development of children's daily living, self-help, and survival skills.

One child participates in emancipation and vocational programs; however, the other child does not.

Recommendations**1. Children's Homes of Southern California management:**

- a. Provide children with daily living, self-help and survival skills programs.
- b. Provide all age- appropriate children with emancipation and vocational training programs.

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children have ample leisure time. However, the Group Home does not provide children with sufficient recreational activities. Children do not participate in the planning of activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

2. Children's Homes of Southern California management:

- a. Provide children with sufficient recreational activities.**
- b. Allow children to participate in planning activities.**

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

According to the Agency's management, there are currently no children taking psychotropic medications. This information is appropriately documented.

Children are aware of their right to refuse medication.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity. Overall, children express satisfaction with the quality of their interactions with staff, and report that most of the staff treats them with respect and dignity. However, children report that one of the staff members is rude and unfair.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendation

3. Children's Homes of Southern California management provide on-going training to ensure that all staff treat children with fairness, respect and dignity, and monitor their interactions.

VII. Clothing and Allowance**Method of assessment – Review of relevant documents and interviews****Sample size for interviews: Two****Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

Recommendations

4. Children's Homes of Southern California management:

- a. Provide children with the required minimum weekly allowance.**
- b. Encourage and assist children in creating and maintaining life books/photo albums.**

**Children's Homes of Southern California
Victory Group Home
22455 Victory Boulevard
Canoga Park, California 91307
Phone: (818) 888-5939
License Number: 191222471
Rate Classification Level: 12**

I. Facility and Environment

Method of assessment – Observation

Comments:

Victory Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

Overall, the interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment. However, the living room sofa has several small tears in the cushions.

Overall, children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate. However, there are stains/burns on the carpet in bedroom one.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

Recommendations

1. Children's Homes of Southern California management:

- a. Repair or replace the cushions on the living room sofa.**
- b. Repair or replace the carpet in bedroom one.**

II. Program Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include short and long-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

Recommendations

There are no recommendations for this section.

III. Educational and Emancipation Services

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. However, the Group Home's program does not include the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

Recommendations

- 2. Children's Homes of Southern California management provide children with daily living, self-help, and survival skills programs.**

IV. Recreation and Activities

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

Children have ample leisure time. However, the Group Home does not provide children with sufficient recreational activities. Children do not participate in the planning of activities.

Children participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

Recommendations

3. Children's Homes of Southern California management:

- a. Provide children with sufficient recreational activities.**
- b. Allow children to participate in planning activities.**

V. Psychotropic Medication

Method of assessment – Review of relevant documents

Comments:

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

Recommendations

There are no recommendations for this section.

VI. Personal Rights

Method of assessment –Interviews with children

Sample size for interviews: Two

Comments:

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity. Overall, the children express satisfaction with the quality of their interactions with staff, and report that most of the staff treats them with respect and dignity. However, children report that one of the staff members is rude and unfair.

Children report that they are assigned chores that are reasonable and not too demanding. Children are able to make and receive personal telephone calls, send and receive unopened mail, and have private visitors. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

Recommendation

- 4. Children's Homes of Southern California management provide on-going training to ensure that all staff treat children with fairness, respect and dignity, and monitor their interactions.**

VII. Clothing and Allowance

Method of assessment – Review of relevant documents and interviews

Sample size for interviews: Two

Comments:

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are provided with opportunities to

select their own clothes. Clothing provided to children is of good quality; however, one child does not have a sufficient quantity of clothes.

Children spend their allowances as they choose. However, the Group Home does not provide children with the required minimum weekly allowance.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

Recommendations

5. Children's Homes of Southern California management:

- a. Provide all children with sufficient quantities of clothes to meet DCFS clothing standards.**
- b. Provide children with the required minimum weekly allowance.**
- c. Encourage and assist children in creating and maintaining life books/photo albums.**



Children's Homes of Southern California

22455 Victory Blvd. - West Hills CA. 91307 Tel. (818) 592 - 2960 Fax (818) 592-2961

April 27, 2006

Department of Auditor-Controller, Kenneth Hahn Hall of Administration
Attention: Candace Rhue, Group Home Audit Supervisor
500 W. Temple St., Room 515-A
Los Angeles, CA 90012

Dear Ms. Rhue,

This is the corrective action plan (CAP) for the recommendation made on the group home monitoring process done on our five facilities between February 1, 2006 and March 2, 2006. We kept the same recommendation letter or number as your report.

Baird Group Home

Recommendations

- a. Remove iron marks from the carpet in bedrooms two and three. Implemented

The iron marks from the carpet in bedrooms two and three were repaired by Jesus Perez, Maintenance Technician. Vince Williams, Facility Manager II will be responsible for ensuring the CAP remains implemented and working as intended.

- b. Develop and maintain current Needs and Services Plans for all children. Implemented

The current Needs and Services Plans for all children were prepared by Courtney Rosenberg, Therapist. Michelle Villacorta, Program Manager and Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- c. Train and monitor all staff to treat children with fairness, respect and dignity. Will be implemented on 05/05/06.

Tamara Komashko, Trainer will have a two hour training session with staff on 05/05/06. Michelle Villacorta, Program Manager and Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- 2.a. Provide children with the required minimum weekly allowance. Implemented

Jorge C. Marquez, Executive Director increased group home petty cash permanently to give proper weekly allowance. Jorge C. Marquez, Executive Director will be responsible for ensuring the CAP remains implemented and working as intended.

- d. Encourage and assist children in creating and maintaining life books/photo albums.
Implemented.

Residents are given life books/photo albums at resident intake and will be assisted and encouraged by Vince Williams, Facility manager II . Michelle Villacorta, Program Manager and Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

Runnymede Group Home

Recommendations

- a. Remove iron marks from the carpet in living room and bedroom three. Implemented

The iron marks from the carpet in bedrooms two and three were repaired by Jesus Perez, Maintenance Technician. Dwight Jones, Facility Manager II will be responsible for ensuring the

- a. Include the treatment team and the child in the development and implementation of all Need and Services Plans. Will be Implemented by the end of next quarter June 30, 2006.

The current Needs and Services Plans for all children will be prepared by Jamie Bailey, Therapist including the treatment team and the children. Michelle Villacorta, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- 3a. Provide children with the required minimum weekly allowance. Implemented

Jorge C. Marquez, Executive Director increase group home petty cash permanently to give proper weekly allowance. Jorge C. Marquez, Executive Director will be responsible for ensuring the CAP remains implemented and working as intended.

- b. Encourage and assist children in creating and maintaining life books/photo albums. Implemented.

Residents are given life books/photo albums at resident intake and will be assisted and encouraged by Dwight Jones, Facility manager II. Michelle Villacorta, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

Shoup Group Home

Recommendations

1. Develop comprehensive Needs and Services Plans that include measurable and achievable long and short-term goals. Will be Implemented by the end of next quarter June 30, 2006.

The current Needs and Services Plans for all children will be prepared by Tamara Robinson, Therapist that include measurable and achievable long and short-term goals. Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- 2a. Teach children daily living, self-help, and survival skills. Will be implemented by May 31, 2006.

George Idiga, Facility Manager II will teach children daily living, self-help, and survival skills. Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- b. Provide children with emancipation and vocational training programs as appropriate. Will be implemented by May 31, 2006.

George Idiga, Facility Manager will provide children with enrollment in emancipation and vocational training programs as appropriate. Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- 3a. Provide children with sufficient recreational activities. Will be implemented by May 31, 2006.

George Idiga, Facility Manager II will provide children with sufficient recreational activities. Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- b. Allow children to participate in planning activities. Implemented

George Idiga, Facility Manager II started encouraging children to participate in planning activities through verbal and written request and/or ideas.. Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

4. Train and monitor all staff to treat children with fairness, respect and dignity. Will be implemented on 05/05/06.

Tamara Komashko, Trainer will have a two hour training session with staff on 05/05/06. Theresa

Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- 5a. Provide children with the required minimum weekly allowance. Implemented

Jorge C. Marquez, Executive Director increase group home petty cash permanently to give proper weekly allowance. Jorge C. Marquez, Executive Director will be responsible for ensuring the CAP remains implemented and working as intended.

- b. Encourage and assist children in creating and maintaining life books/photo albums. Implemented.

Residents are given life books/photo albums at resident intake and will be assisted and encouraged by George Idiga, Facility manager II . Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

Valerio Group Home

Recommendations

- 1a. Teach children daily living, self-help, and survival skills. Will be implemented by May 31, 2006.

Adiele Ohiaeri, Facility Manager II will teach children daily living, self-help, and survival skills. Michelle Villacorta, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- b. Provide children with emancipation and vocational training programs as appropriate. Will be implemented by May 31, 2006.

Adiele Ohiaeri, Facility Manager II will provide children with enrollment in emancipation and vocational training programs as appropriate. Michelle Villacorta, Program Manager will be

responsible for ensuring the CAP remains implemented and working as intended.

- 4a. Provide children with sufficient recreational activities. Will be implemented by May 31, 2006.

Adiele Ohiaeri, Facility Manager II will provide children with sufficient recreational activities. Michelle Villacorta, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- b. Allow children to participate in planning activities. Implemented

Adiele Ohiaeri, Facility Manager II started encouraging children to participate in planning activities through verbal and written request and/or ideas. Michelle Villacorta, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- a. Train and monitor all staff to treat children with fairness, respect and dignity. Will be implemented on 05/05/06.

Tamara Komashko, Trainer will have a two hour training session with staff on 05/05/06. Michelle Villacorta, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- 6a. Provide children with the required minimum weekly allowance. Implemented

Jorge C. Marquez, Executive Director increase group home petty cash permanently to give proper weekly allowance. Jorge C. Marquez, Executive Director will be responsible for ensuring the CAP remains implemented and working as intended.

- b. Encourage and assist children in creating and maintaining life books/photo albums. Implemented.

Residents are given life books/photo albums at resident intake and will be assisted and encouraged

by Adiele Ohiaeri, Facility manager II . Michelle Villacorta, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

Victory Group Home

Recommendations

- 1a. Repair cushions on the living room sofa. Implemented

Cushions on the living room sofa were repaired by Jesus Perez, Maintenance Technician. Adiele Ohiaeri, Facility Manager II will be responsible for ensuring the CAP remains implemented and working as intended.

- b. Remove iron marks from the carpet in bedroom one. Implemented

The iron marks from the carpet in bedrooms two and three were repaired by Jesus Perez, Maintenance Technician. Adiele Ohiaeri Facility Manager II will be responsible for ensuring the CAP remains implemented and working as intended.

- a. Teach children daily living, self-help, and survival skills. Will be implemented by May 31, 2006.

Juan Mann, Facility Manager II will teach children daily living, self-help, and survival skills. Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- 2a. Provide children with sufficient recreational activities. Will be implemented by May 31, 2006.

Juan Mann, Facility Manager II will provide children with sufficient recreational activities. Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- b. Allow children to participate in planning activities. Implemented

Juan Mann, Facility Manager II started encouraging children to participate in planning activities through verbal and written request and/or ideas.. Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- a. Train and monitor all staff to treat children with fairness, respect and dignity. Will be implemented on 05/05/06.

Tamara Komashko, Trainer will have a two hour training session with staff on 05/05/06. Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- 3a. Provide children with sufficient quantity of clothes. Implemented.

Juan Mann took residents clothing shopping for sufficient quantity of clothes. Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

- b. Provide children with the required minimum weekly allowance. Implemented

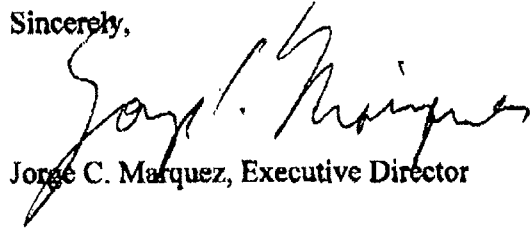
Jorge C. Marquez, Executive Director increase group home petty cash permanently to give proper weekly allowance. Jorge C. Marquez, Executive Director will be responsible for ensuring the CAP remains implemented and working as intended.

- c. Encourage and assist children in creating and maintaining life books/photo albums.
Implemented.

Residents are given life books/photo albums at resident intake and will be assisted and encouraged by Juan Mann, Facility manager II . Theresa Turner, Program Manager will be responsible for ensuring the CAP remains implemented and working as intended.

If you have any questions or comments, please contact me at (818)592-2966.

Sincerely,

A handwritten signature in black ink, appearing to read "Jorge C. Marquez". The signature is fluid and cursive, with the first name "Jorge" being more prominent and the last name "Marquez" following in a similar style. The signature is written over the printed name.

Jorge C. Marquez, Executive Director